



## MEETING NOTICE AND AGENDA

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**DATE & TIME:** July 26, 2024 • 8:00 AM – 10:00 AM

**LOCATION:** City of El Cerrito, Council Chambers  
10890 San Pablo Avenue (at Manila Ave)  
El Cerrito, California (Accessible by AC Transit #72, #72M & #72R)

**REMOTE ACCESS:**

<https://us02web.zoom.us/j/7321058840?pwd=c1dMVjJyd1BoYk0yYWVlZWlmWHZ4Zz09>

Meeting ID: 732 105 8840

Phone: =

+Dial the following number, enter the participant PIN followed by # to confirm:

+1 669 900 6833

Meeting ID: 732 105 8840

Password: 066620

**Public Comment During the Meeting**

Public comment during the meeting can be in person or via Zoom. Those wishing to comment in person should fill out a speak card. Participants wishing to comment via Zoom should indicate interest by using the hand raising function on Zoom or by physically raising their hands.

*The ability to participate and observe via Zoom or teleconference is predicated on those technologies being available and functioning without technical difficulties. Should they not be available or become non-functioning or should the WCCTAC Board encounter technical difficulties that make those platforms unavailable, the WCCTAC Board will proceed with business in person unless otherwise prohibited by law.*

**Written Comment** (accepted until the start of the meeting, unless otherwise noted on the meeting agenda). Public comments received by 5:00 p.m. on the evening before the Board meeting date will be provided to the WCCTAC Board. Comments may be submitted by email to [vjenkins@wcctac.org](mailto:vjenkins@wcctac.org).

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1. **Call to Order and Board Member Roll Call.** (Rita Xavier – Chair)

2. **Public Comment.** The public is welcome to address the Board on any item that is not listed on the agenda.

### **CONSENT CALENDAR**

3. **Minutes of June 28, 2024, Board Meeting.** *(Attachment; Recommended Action: Approve).*
4. **Monthly Update on WCCTAC Activities.** *(Attachment; Information only).*
5. **Financial Reports.** The reports show the Agency's revenues and expenses for June 2024. *(Attachment; Information only).*
6. **Payment of Invoices over \$10,000.** \$20,713.88 to Fehr and Peers for work related to the Richmond Parkway Transportation Plan; and \$500k to BART in approved STMP funding for El Cerrito Plaza Station Modernization. *(No Attachment; Information only).*
7. **CBPAC Citizen Representative Appointments.** Staff requests approval of nominations for CCTA's CBPAC West County Citizen Representative and Alternate. *(Attachment; Recommended Action: Approve).*

### **REGULAR AGENDA ITEMS**

8. **Richmond-San Rafael Bridge Pilot Project Modification.** At the July 28, 2024, meeting, the Board directed staff to draft a resolution responding to the Bay Area Toll Authority's proposal to modify the multi-use path pilot project on the Richmond-San Rafael Bridge. *(John Nemeth, WCCTC staff; Attachment, Recommended Action: Consider Approval of Resolution 24-09)*
9. **TFCA Workplan.** WCCTC staff will present the workplan for the upcoming cycle of TFCA funding and discuss recent and upcoming changes to the TDM program. CCTA is requesting WCCTC Board concurrence with staff's TFCA applications. *(Coire Reilly, WCCTC staff; Attachment; Recommended Action: Approve workplan)*
10. **Titles for Board Members.** Board Members at WCCTC have historically been referred to as "Directors". With the agency's recent name change, however, they could be referred to as "Commissioners" instead. Staff does not have a recommendation but is seeking Board input and direction *(John Nemeth, WCCTC staff; Attachment; Recommended Action: Provide direction to staff)*

## **STANDING ITEMS**

### **11. Board and Staff Comments.**

- a. Board Member Comments, Conference/Meeting Reports (AB 1234 Requirement), and Announcements
- b. Report from CCTA Representatives (*Directors Fadelli & Kelley*)
- c. Executive Director's Report

### **12. General Information Items.**

- a. Letter to CCTA Executive Director with Summary of Board Actions for June 28, 2024
- b. Acronym List

### **13. Adjourn.** Next regular meeting is September 27, 2024 @ 8:00 a.m.

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- In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in the WCCTAC Board meeting, or if you need a copy of the agenda and/or agenda packet materials in an alternative format, please contact Valerie Jenkins at 510.210.5930 prior to the meeting.
  - If you have special transportation requirements and would like to attend the meeting, please call the phone number above at least 48 hours in advance to make arrangements.
  - Handouts provided at the meeting are available upon request and may also be viewed at WCCTAC's offices.
  - Please refrain from wearing scented products to the meeting, as there may be attendees susceptible to environmental illnesses. Please also put cellular phones on silent mode during the meeting.
  - A meeting sign-in sheet will be circulated at the meeting. Sign-in is optional.

**West Contra Costa Transportation Advisory Committee  
Board of Directors Meeting  
Meeting Minutes: June 28, 2024**

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**MEMBERS PRESENT:** R. Xavier, Chair (San Pablo), A. Tave, Vice Chair (Pinole), T. Hansen (WestCAT), P. Fadelli (El Cerrito), C. Kelley (Hercules), R. Saltzman (BART), D. Robinson (Richmond)

**STAFF PRESENT:** J. Nemeth, V. Jenkins, C. Reilly, L. Greenblat, K. Kokotaylo (legal counsel)

**ACTIONS LISTED BY:** WCCTAC Staff

**MEETING CALLED TO ORDER:** 8:00am

**PUBLIC COMMENT:** None.

**CONSENT CALENDAR**

Motion by ***Director R. Saltzman***; seconded by ***Director P. Fadelli***

Yes- R. Xavier, A. Tave, T. Hansen, C. Kelley, R. Saltzman, P. Fadelli

No- None

Abstention- None

Motion passed unanimously.

**Item #3. *Approved:*** Minutes of April 26, 2024 Board Meeting

**Item #4. *Received:*** Monthly Update on WCCTAC Activities

**Item #5. *Received:*** Financial Reports May 2024

**Item #6. *Received:*** Payment of Invoices over \$10,000. Paid an invoice to Fehr and Peers in the amount of \$16,465.71 for Richmond Parkway planning work funded by a Caltrans grant.

**Item #7. *Approved:*** Resolution 24-05, authorizing WCCTAC to use a purchase order to buy AC Transit bus passes for Pass2Class program.

**Item #8. *Approved:*** Resolution 24-06, authorizing WCCTAC Executive Director to Establish On-Call Consultant Bench for Grant Writing and Preparation. In response to a Request for Qualifications (RFQ). Creation of Transportation Program Associate Position and Amendment to Salary Schedule.

**Item #9. *Approved:*** WCCTAC staff and TAC recommendation for programming Measure J 19b funds for FY 24-25.

**Item #10. *Adopted:*** Resolution 24-07, for the WCCTAC FY 2025 Work Program, Budget, and Dues.

**Item #11. *Received:*** WCCTAC FY 2025 Work Program, Budget, and Dues.

## REGULAR AGENDA ITEMS

ITEM/DISCUSSION	ACTION
<p><b>Item # 12</b>  <b>Updated Salary Schedule for Fiscal Year 2025</b></p>	<p>Kris Kokotaylo, legal counsel, presented the proposed salary schedule which included a 2.9% cost-of living adjustment for FY 24/25.</p> <p>Motion by <b>Director R. Saltzman</b>, 2<sup>nd</sup> by <b>Director P. Fadelli</b>, to approve the updated salary schedule for FY 24/25.</p> <p>Yes- R. Xavier, A. Tave, P. Fadelli, C. Kelley, R. Saltzman, T. Hansen, D. Robinson          No- None          Abstention- None          Motion passed unanimously.</p>
<p><b>Item #13</b>  <b>Richmond-San Rafael Bridge Forward Updates: Bridge Path Pilot Project Modification, Study of EB HOV lane, Richmond Parkway Interchange, and Open Road Tolling at the Bridge Toll Plaza.</b></p>	<p><b>Information Only</b></p> <p>Ingrid Supit, MTC staff, presented information on several topics related to the Richmond-San Rafael Bridge. She reviewed the four-year pilot project that repurposed the emergency shoulder to a multi-use path on the upper deck. She noted that BATA recently approved a proposal to modify the pilot between now and the end of 2025 to continue the multi-use path on Fridays, Weekends, and Holidays, but to revert to a breakdown lane Mondays through Thursdays. She explained that BATA was also in the process of studying alternatives for the upper deck including an HOV lane, shoulder, multi-use path, or combination. That study is expected to be completed by around February of 2025.</p> <p>Ms. Supit also discussed the open road tolling and HOV lane project on westbound I-580, planned interchange improvements, and transit signal priority efforts on Cutting Blvd.</p> <p>Three members of the public made comments on the proposed pilot modification, as follows:</p>

	<p><i>Nancy Hernandez</i>, Richmond resident, stated that the bridge path had opened a whole world to Richmond residents, and those in Contra Costa County and beyond. She said that it was more than infrastructure but a source of pride for Richmond and provided accessibility for those who cannot afford a car. She asked that it remain open for seven days a week.</p> <p><i>Tony Robbins</i>, Chair of the Regional Bicycle Pedestrian Advisory Committee, and Advocacy Manager for Bike Eastbay, argued that we could not continue to orient all of our transportation decision making around cars and advocated for policies to take more cars off the road. He shared letters from a coalition of groups opposed to the pilot modification.</p> <p><i>Bruce Beyaert</i>, Chair of TRAC (Trails for Richmond Action Committee), stated that the Richmond/San Rafael Bridge pathway is a key part of the San Francisco Bay trail, has been a success, and said that there was no justification for closing it to provide a breakdown lane. He suggested the smart thing to do would be to continue the pilot program until late in 2025, after the open road tolling and HOV project is completed.</p>
<p><b>Item #14</b>  <b>CCTA Audit of the City of Richmond's Paratransit Service</b></p>	<p><b><i>Information Only</i></b></p> <p>Rashida Kamara, CCTA staff, and Laurie Talbert, AMG staff, presented an overview of the Richmond Paratransit service delivery audit. They explained that Richmond's service faces challenges with aging vehicles, accessibility issues, limited capacity, poor communication, and lack of promotion. CCTA recommended that the City either assign a full-time administrator to prioritize improvement or transition the program to a contracted vendor.</p>

**MEETING ADJOURNED: 10:00am**

**MEETING DATE:** July 26, 2024

**TO:** West Contra Costa Transportation Commission

**FROM:** John Nemeth, Executive Director

**SUBJECT:** **Monthly Update on WCCTC Activities**

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## **Office Lease**



*WCCTC leases Suite #100 at 6333 Potrero Ave in El Cerrito*

WCCTC's five-year office lease expires on July 31. Staff recently established renewal terms with the landlord and negotiated a 10% discount on the rent for a 3-1-1 lease (three years with two one-year extension options). Staff examined the option of not renewing the lease and going fully remote. Over the long term, staff believes that WCCTC should continue to evaluate office work trends and keep a fully remote option on the table. In the near term, however, the lease renewal is practical and will allow for a continued hybrid work arrangement and meeting space. Staff anticipate executing the lease soon, once counsel has reviewed a final version.

## **Consultant Bench for Grant Writing and Preparation**

Following the WCCTC Board's approval of a resolution authorizing its Executive Director to execute consultant contracts, staff continued to work with the four selected consultants to finalize agreements. Once WCCTC's counsel has reviewed and staff has signed these agreements, WCCTC will identify potential grants to pursue.

## **Pass2Class Applications Now Open**



Pass2Class applications are now open. This popular program provides two months' worth of bus passes to students (grades 1-12) at the beginning of the school year to encourage them to take transit all year. In West County, students can receive two 31-day passes for either AC Transit or WestCAT. More information on, and the application for, Pass2Class can be found here: [www.pass2class.org](http://www.pass2class.org)

Since West County also has a Measure J-funded Student Bus Pass Program, we encourage eligible students to apply to that program, since it provides passes all year. More information on the Student Bus Pass Program can be found here: <https://www.wccusd.net/Page/15742>

## **Richmond Parkway Transportation Plan (RPTP) Update**

WCCTC staff has been working with its consultant, Fehr and Peers, to refine the prioritized list of strategies following input from the Board and public. One subset of this work is the selection of a short segment of the corridor for the development of a preliminary design. This work is being coordinated with the RPTP's plan's partners, namely the City of Richmond and Contra Costa County. When completed, the work could be used as part of a future grant application. The consultant has also started writing the first draft of the early chapters of the RPTP. Both the preliminary design segment and the draft chapters will be shared with our project partners and the RPTP's TAC at a meeting in August to gain feedback prior to beginning the next round of public outreach. Staff are planning to bring an item to the WCCTC Board on this subject in the fall.

## **Job Posting for Administrative Assistant**

WCCTC's Administrative Assistant of 16 years, Valerie Jenkins, is retiring at the end of the summer. Staff are now recruiting for a replacement and have posted the job announcement widely. So far, we've received dozens of applications. The position is still open, but applications are due by July 26. For more information, see this [job announcement link](#).

### **New Web Address and Emails**

As part of the effort to implement the new “West Contra Costa Transportation Commission” name, staff recently changed the website address from [www.wcctac.org](http://www.wcctac.org) to [www.westcontracostatc.gov](http://www.westcontracostatc.gov). The old website address still works and redirects people to the new address.

Accordingly, staff’s email addresses have changed from [@wcctac.org](mailto:@wcctac.org) to [@WestContraCostaTC.gov](mailto:@WestContraCostaTC.gov). The old email address still work and forward emails to the new addresses. Staff’s email addresses are now as follows:

John Nemeth	<a href="mailto:jnemeth@westcontracostatc.gov">jnemeth@westcontracostatc.gov</a>
Valerie Jenkins	<a href="mailto:vjenkins@westcontracostatc.gov">vjenkins@westcontracostatc.gov</a>
Leah Greenblat	<a href="mailto:lgreenblat@westcontracostatc.gov">lgreenblat@westcontracostatc.gov</a>
Coire Reilly	<a href="mailto:creilly@westcontracostatc.gov">creilly@westcontracostatc.gov</a>

New business cards have also been designed, along with new letterhead. Since July 1, staff has been sending announcements to all its contacts and partners to spread the news of the name change.



# General Ledger Monthly Budget Report

User: CeciliaN  
Printed: 7/11/2024 2:34:55 PM  
Period 12 - 12  
Fiscal Year 2024



Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance	Encumbered	Available	% Avail
7700	WCCTAC Operations								
770-7700-41000	Salary	0.00	569,435.00	569,435.00	330,776.66	238,658.34	0.00	238,658.34	41.91
770-7700-41200	PERS Retirement	0.00	0.00	0.00	99,012.40	-99,012.40	0.00	-99,012.40	0.00
770-7700-41310	Medical Insurance	0.00	0.00	0.00	72,726.17	-72,726.17	0.00	-72,726.17	0.00
770-7700-41311	Retiree Healthcare	0.00	0.00	0.00	185.91	-185.91	0.00	-185.91	0.00
770-7700-41400	Dental	0.00	0.00	0.00	3,161.02	-3,161.02	0.00	-3,161.02	0.00
770-7700-41500	Flexible Spending Account	0.00	0.00	0.00	3,470.00	-3,470.00	0.00	-3,470.00	0.00
770-7700-41800	LTD Insurance	0.00	0.00	0.00	4,075.64	-4,075.64	0.00	-4,075.64	0.00
770-7700-41900	Medicare	0.00	0.00	0.00	5,861.01	-5,861.01	0.00	-5,861.01	0.00
770-7700-41901	Other Insurances	0.00	0.00	0.00	8,976.47	-8,976.47	0.00	-8,976.47	0.00
770-7700-41904	Life Insurance	0.00	0.00	0.00	1,828.25	-1,828.25	0.00	-1,828.25	0.00
770-7700-41911	Liability Insurance	0.00	4,639.00	4,639.00	0.00	4,639.00	0.00	4,639.00	100.00
770-7700-41912	Unemployment Insurance	0.00	0.00	0.00	756.11	-756.11	0.00	-756.11	0.00
	Salary and Benefits	0.00	574,074.00	574,074.00	530,829.64	43,244.36	0.00	43,244.36	7.53
770-7700-43500	Office Supplies	0.00	4,600.00	4,600.00	5,793.91	-1,193.91	0.00	-1,193.91	-25.95
770-7700-43501	Postage	0.00	1,600.00	1,600.00	463.04	1,136.96	0.00	1,136.96	71.06
770-7700-43520	CopiesPrintingShippingXerox	0.00	3,300.00	3,300.00	2,762.93	537.07	0.00	537.07	16.27
770-7700-43600	Professional Services	0.00	69,510.00	69,510.00	72,298.71	-2,788.71	0.00	-2,788.71	-4.01
770-7700-43900	RentBuilding	0.00	22,500.00	22,500.00	22,230.92	269.08	0.00	269.08	1.20
770-7700-44000	Special Department Expenses	0.00	10,000.00	10,000.00	3,128.73	6,871.27	0.00	6,871.27	68.71
770-7700-44320	TravelTraining Staff	0.00	2,500.00	2,500.00	751.96	1,748.04	0.00	1,748.04	69.92
	Service and Supplies	0.00	114,010.00	114,010.00	107,430.20	6,579.80	0.00	6,579.80	5.77
	Expense	0.00	688,084.00	688,084.00	638,259.84	49,824.16	0.00	49,824.16	7.24
7700	WCCTAC Operations	0.00	688,084.00	688,084.00	638,259.84	49,824.16	0.00	49,824.16	7.24
7720	WCCTAC TDM								
772-7720-41000	Salary	0.00	0.00	0.00	209,149.28	-209,149.28	0.00	-209,149.28	0.00
772-7720-41200	PERS Retirement	0.00	0.00	0.00	71,577.53	-71,577.53	0.00	-71,577.53	0.00
772-7720-41310	Medical Insurance	0.00	0.00	0.00	42,080.05	-42,080.05	0.00	-42,080.05	0.00
772-7720-41400	Dental Insurance	0.00	0.00	0.00	1,927.67	-1,927.67	0.00	-1,927.67	0.00
772-7720-41800	LTD Insurance	0.00	0.00	0.00	1,568.80	-1,568.80	0.00	-1,568.80	0.00
772-7720-41900	Medicare	0.00	0.00	0.00	3,000.44	-3,000.44	0.00	-3,000.44	0.00
772-7720-41901	Other Insurances	0.00	0.00	0.00	6,859.80	-6,859.80	0.00	-6,859.80	0.00
772-7720-41904	Life Insurance	0.00	0.00	0.00	480.09	-480.09	0.00	-480.09	0.00
	Salary and Benefits	0.00	0.00	0.00	336,643.66	-336,643.66	0.00	-336,643.66	0.00
772-7720-43500	Office Supplies	0.00	0.00	0.00	1,706.28	-1,706.28	0.00	-1,706.28	0.00

Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance	Encumbered	Available	% Avail
772-7720-43501	TDM Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
772-7720-43520	CopiesPrintingShippingXerox	0.00	0.00	0.00	3,007.75	-3,007.75	0.00	-3,007.75	0.00
772-7720-43600	Professional Services	0.00	0.00	0.00	41,737.29	-41,737.29	0.00	-41,737.29	0.00
772-7720-43900	RentBuilding	0.00	0.00	0.00	22,230.92	-22,230.92	0.00	-22,230.92	0.00
772-7720-44000	Special Department Expenses	0.00	0.00	0.00	121,155.05	-121,155.05	0.00	-121,155.05	0.00
772-7720-44320	TravelTraining Staff	0.00	0.00	0.00	1,297.46	-1,297.46	0.00	-1,297.46	0.00
	Service and Supplies	0.00	0.00	0.00	191,134.75	-191,134.75	0.00	-191,134.75	0.00
	Expense	0.00	0.00	0.00	527,778.41	-527,778.41	0.00	-527,778.41	0.00
7720	WCCTAC TDM	0.00	0.00	0.00	527,778.41	-527,778.41	0.00	-527,778.41	0.00
7730	STMP								
773-7730-41000	Salary	0.00	80,000.00	80,000.00	80,000.00	0.00	0.00	0.00	0.00
	Salary and Benefits	0.00	80,000.00	80,000.00	80,000.00	0.00	0.00	0.00	0.00
773-7730-44000	Special Department Expense	0.00	6,391,144.00	6,391,144.00	676,468.18	5,714,675.82	0.00	5,714,675.82	89.42
	Service and Supplies	0.00	6,391,144.00	6,391,144.00	676,468.18	5,714,675.82	0.00	5,714,675.82	89.42
	Expense	0.00	6,471,144.00	6,471,144.00	756,468.18	5,714,675.82	0.00	5,714,675.82	88.31
7730	STMP	0.00	6,471,144.00	6,471,144.00	756,468.18	5,714,675.82	0.00	5,714,675.82	88.31
7740	WCCTAC Special Projects								
774-7740-43600	Professional Services	0.00	0.00	0.00	318,564.38	-318,564.38	0.00	-318,564.38	0.00
774-7740-44000	Special Department Expense	0.00	519,994.00	519,994.00	18.00	519,976.00	0.00	519,976.00	100.00
	Service and Supplies	0.00	519,994.00	519,994.00	318,582.38	201,411.62	0.00	201,411.62	38.73
	Expense	0.00	519,994.00	519,994.00	318,582.38	201,411.62	0.00	201,411.62	38.73
7740	WCCTAC Special Projects	0.00	519,994.00	519,994.00	318,582.38	201,411.62	0.00	201,411.62	38.73
Expense Total		0.00	0.00	7,679,222.00	2,241,088.81	5,438,133.19	0.00	5,438,133.19	70.8162

# General Ledger Monthly Budget Report

User: CeciliaN  
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Period 12 - 12  
Fiscal Year 2024



Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance	Encumbered	Available	% Avail
0000	Non Departmental								
773-0000-34310	County STMP Fees	0.00	750,000.00	-750,000.00	-124,717.53	-625,282.47	0.00	-625,282.47	83.37
773-0000-34315	El Cerrito STMP Fees	0.00	250,000.00	-250,000.00	-94,241.70	-155,758.30	0.00	-155,758.30	62.30
773-0000-34320	Hercules STMP Fees	0.00	40,000.00	-40,000.00	-68,127.00	28,127.00	0.00	28,127.00	-70.32
773-0000-34325	Pinole STMP Fees	0.00	40,000.00	-40,000.00	-128,365.08	88,365.08	0.00	88,365.08	-220.91
773-0000-34330	Richmond STMP Fees	0.00	750,000.00	-750,000.00	-3,232,955.21	2,482,955.21	0.00	2,482,955.21	-331.06
773-0000-34335	San Pablo STMP Fees	0.00	300,000.00	-300,000.00	-62,244.00	-237,756.00	0.00	-237,756.00	79.25
	Licenses and Permits	0.00	2,130,000.00	-2,130,000.00	-3,710,650.52	1,580,650.52	0.00	1,580,650.52	-74.21
770-0000-36102	Interest	0.00	0.00	0.00	2,652.68	-2,652.68	0.00	-2,652.68	0.00
773-0000-36102	Interest	0.00	15,000.00	-15,000.00	-286,844.19	271,844.19	0.00	271,844.19	-1,812.29
	Use of Property and Money	0.00	15,000.00	-15,000.00	-284,191.51	269,191.51	0.00	269,191.51	-1,794.61
770-0000-34111	Member Contributions	0.00	584,874.00	-584,874.00	-421,392.00	-163,482.00	0.00	-163,482.00	27.95
770-0000-39906	Other Revenue	0.00	121,687.00	-121,687.00	-40,620.40	-81,066.60	0.00	-81,066.60	66.62
772-0000-39906	Other Revenue	0.00	0.00	0.00	-445,943.78	445,943.78	0.00	445,943.78	0.00
774-0000-39906	Other Revenue	0.00	519,994.00	-519,994.00	-243,641.22	-276,352.78	0.00	-276,352.78	53.15
	Miscellaneous Revenue	0.00	1,226,555.00	-1,226,555.00	-1,151,597.40	-74,957.60	0.00	-74,957.60	6.11
	Revenue	0.00	3,371,555.00	-3,371,555.00	-5,146,439.43	1,774,884.43	0.00	1,774,884.43	-52.64
0000	Non Departmental	0.00	3,371,555.00	-3,371,555.00	-5,146,439.43	1,774,884.43	0.00	1,774,884.43	-52.64
Expense Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0



**MEETING DATE:** July 26, 2024

**TO:** West Contra Costa Transportation Commission

**FROM:** John Nemeth, Executive Director

**SUBJECT:** Richmond-San Rafael Bridge Pilot Project Modification

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**REQUESTED ACTION**

Consider approval of attached Resolution 24-09.

**BACKGROUND AND DISCUSSION**

At its July 28, 2024, meeting, the WCCTC Board received a presentation from Ingrid Supit, of Bay Area Toll Authority (BATA) staff. The presentation reviewed the status of the open road tolling (ORT) and HOV lane project on westbound I-580. It also touched on planned interchange improvements at I-580/Castro St. and Canal St., and transit signal priority work on Cutting Blvd.

Most of the presentation, however, focused on a proposed modification of the multi-use pilot project on the upper deck (westbound) of the Richmond-San Rafael Bridge. The change could begin as early as this fall and would involve leaving the path in place on Fridays, Weekends, and Holidays, but bringing back the shoulder each Monday through Thursday. A zipper machine would add or remove the concrete barrier twice per week.

The modification includes a proposed bike shuttle that would run from Monday to Thursday but the exact headways, hours of operations, and capabilities (to transport different bike types) have not been finalized. The modified pilot is proposed to remain in place until the end of 2025 at a minimum. The Bay Conservation and Development Commission (BCDC), which has permitting authority over the proposed change, will consider the BATA pilot modification proposal at an upcoming meeting.

In May 2024, BATA initiated a study to further examine options for the shoulder, including: having the shoulder in place 7 days/week, using the shoulder as multi-use path 7 days/week, having a combination of shoulder and bikeway (similar to the proposed pilot modification), or converting the shoulder to an HOV lane. The study is expected to be completed around Feb 2025. If the HOV lane is ultimately selected as a preferred option, its physical implementation would likely not begin until at least 2027.

At the June 26, 2024, WCCTC meeting, three members of the public spoke and advocated for continuing the multi-use path pilot, with no modification. Members of the WCCTC Board

discussed the issue, with some noting that the City of Richmond passed a resolution on April 30, 2024, in support of continuing the multi-use path pilot without modifications.

Ultimately, the WCCTC Board directed staff to return with a Resolution for the Board's consideration at its July 26, 2024 meeting. That resolution is attached and aims to capture general Board sentiments from the previous meeting. It supports BATA's examination of future options (shoulder, path, combination, or HOV lane), but recommends that the pathway pilot be kept in place until the completion of the westbound I-580 ORT/HOV project in late 2025/early 2026.

#### **ATTACHMENTS**

A. Resolution 24-09

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE  
DOING BUSINESS AS  
THE WEST CONTRA COSTA TRANSPORTATION COMMISSION**

**RESOLUTION NO. 24-09**

**RECOMMENDED CONTINUATION OF THE RICHMOND-SAN RAFAEL  
BRIDGE TRAIL PILOT UNTIL AFTER THE COMPLETION OF THE  
WESTBOUND I-580 OPEN ROAD TOLLING AND HOV LANE PROJECT**

**WHEREAS**, Caltrans and the Bay Area Toll Authority (BATA) opened the Richmond-San Rafael Bridge Trail as a four year pilot program on November 16, 2019; and

**WHEREAS**, the pilot has provided access to the bridge for active transportation modes, in keeping with BCDC's legislative mandate of ensuring "maximum feasible access" to the San Francisco Bay.

**WHEREAS**, the Richmond-San Rafael Bridge Trail is a useful link in the multi-use San Francisco Bay Trail system that connects the East Bay and North Bay.

**WHEREAS**, BATA and Caltrans have proposed that the Richmond-San Rafael (RSR) Bridge Trail be used as a breakdown lane for motor vehicles for four days/week while future options are studied; and

**WHEREAS**, it is not clear, from the UC Berkeley's Partners for Advanced Transportation Technology's After Study (Phase II), or other information, that reverting the pathway back to a shoulder four days/week will provide meaningful traffic relief or safety benefits in the absence of other improvements; and

**WHEREAS**, BATA plans to implement open road tolling (ORT) and extend the westbound I-580 HOV lane to the bridge by the end of 2025 or early 2026; and

**WHEREAS**, the westbound I-580 ORT/HOV project could provide meaningful traffic congestion relief and safety benefits to the upstream approach of the bridge; and

**WHEREAS**, BATA has recently initiated a Design Alternative Assessment (DAA) that considers future alternatives for the upper deck, including a shoulder, an HOV lane, a multi-use path, or some combination of these elements.

**WHEREAS**, this Board supports the DAA work and continued evaluation of future alternatives; and

**WHEREAS**, the westbound I-580 ORT/HOV project will very likely be completed sooner than a third vehicular lane (HOV) could be implemented; and

**WHEREAS**, continuation of the Pilot, without modification until after the opening of the I- 580 ORT/HOV project, would consequently not interfere with the potential implementation of future third vehicular (HOV) lane in the future; and

**WHEREAS**, continuation of the Pilot, without modification, will save the region about \$1M per year in the cost of movable barrier operations, bike shuttle operations, and signage installation; and

**WHEREAS**, a proposed bike shuttle would not provide an equivalent level of access for non-automobile users and may have limited frequencies, hours of operation, and ability to transport various types of bicycles;

**NOW THEREFORE, BE IT RESOLVED THAT:**

The Richmond-San Rafael Bridge Pilot Trail should remain open 24 hours/day, seven days/week until the westbound I-580 ORT/HOV lane extension project is completed, and its impact has been evaluated.

The foregoing Resolution was adopted by the WCCTAC Board at its regular meeting on July 26, 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By: \_\_\_\_\_  
Rita Xavier, Chair

Attest:

\_\_\_\_\_  
John Nemeth, Executive Director

Approved as to Form:

\_\_\_\_\_  
Kristopher Kokotaylo, General Counsel



**MEETING DATE:** July 26, 2024

**TO:** West Contra Costa Transportation Commission

**FROM:** Coire Reilly, Program Manager

**SUBJECT:** Request for TFCA Funding from CCTA for TDM Activities

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**REQUESTED ACTION**

Approve the TFCA funding request for TDM activities.

**BACKGROUND AND DISCUSSION**

Each year, Transportation Fund for Clean Air (TFCA) dollars are provided by the Air District to CCTA. Historically, the CCTA has allocated those funds to the RTPCs, based on a jobs and population formula.

In June 2024, CCTA approved a new policy that determines how the TFCA dollars will be allocated within the county. Agencies that are interested in using these funds must formally request them from the CCTA annually. Agencies can propose to deliver a “countywide” program activity/s, or a program activity/s solely within a subregion, or both.

CCTA then determines which program applications to accept. The combined, countywide TDM activities essentially constitute the countywide TDM program for the upcoming cycle.

The remaining funds are then allocated to the four subregions, by formula. With permission of subregional boards, other agencies (besides RTPCs) can receive and use subregional funding if they’ve submitted funding requests.

CCTA recently released its call for projects for the TFCA funds. CCTA was the main applicant and will be allocating 44% of the funding to itself for countywide TDM program activities and an additional 5% for program administration.

**Countywide Program Activities**

The table on the following page shows proposed spending on the countywide TDM program. CCTA will use \$250,000 for the “511 Contra Costa” brand, which includes costs associated with maintenance of the website, a newsletter, responding to public inquiries, and responding to employer and community event requests. CCTA is also centralizing the “Pass2Class” program activity, which provides bus passes to students at the beginning of the school year to encourage transit use. This program was previously run by subregional agencies (like WCCTC) but will now be run by CCTA and its consultant group, Advanced Mobility Group (AMG). Lastly, a mix of

incentive programs, which were also previously run by subregions, will be consolidated into the “Big Win on Transit” raffle program, which will be run by CCTA and AMG.

TFCA Project Submittal and Benefit Calculation Worksheet				
<b>TFCA County Total Funds FY2025</b>			<b>\$ 1,747,938</b>	(\$1,841,290 before admin fee)
Countywide Projects - Serving All Residents				
<i>Project Status</i>	<i>Project</i>	<i>Sponsor</i>	<i>Initial Request</i>	<i>Proposed Final</i>
Program Cost	Countywide Brand	CCTA	\$ 250,000	\$ 250,000
Draft	Vanpool	SWAT	\$ 260,000	\$ 102,376
Draft	Guaranteed Ride Home	WCCTC	\$ 60,000	\$ 60,000
Draft	Big Win on Transit + Seasonal	CCTA	\$ 297,072	\$ 235,040
Draft	Pass2Class Student Bus Pass Program	CCTA	\$ 305,000	\$ 288,197
	<b>Countywide Project Total</b>		<b>\$ 1,172,072</b>	<b>\$ 935,613</b>

As part of the countywide TDM program, WCCTC staff applied for, and are expecting to receive, approximately \$60,000 to run the countywide Guaranteed Ride Home Program. This program provides reimbursements for commuters who take transit, walk, bike, carpool, or vanpool to work and need an emergency ride home. WCCTC has managed this countywide program for many years. The Southwest Area Transportation Committee (SWAT) will also continue to run the countywide vanpool program and has suggested that it may request more countywide funds in future cycles for the program.

### **West County Program Activities**

WCCTC staff also applied for subregional funding to supplement countywide TDM activities. The subregional proposal, titled “West County Incentive Program”, will continue many of the transit and alternative mode-focused incentive programs aimed at commuters. Because WCCTC is written into almost every West County city’s municipal code as providing a TDM program for the cities, staff felt it was important to continue to offer a variety of TDM-focused incentive programs even if some of those programs are going away in other parts of the county. For example, WCCTC will continue to offer the Try Transit (\$25 Clipper for commuters / college students) and Secure Your Cycle (\$20 BikeLink cards) incentives.

WCCTC originally requested \$221,817 for this program activity. However, the West County share of TFCA funds, after monies were taken off the top for countywide activities, was only about \$180,000. As a result, staff needed to amend the application to match that amount. The amendment required a reduction in the total amount available for incentives, as well as elimination of bike rack and EV charging incentives.

### **Board Concurrence with TFCA Funding Request**

The CCTA is requesting that subregional Boards review and approve subregional proposals before final submission to CCTA and the Air District. At its July 11, 2024, meeting, the WCCTC TAC reviewed the workplan and voted unanimously to recommend it to the Board. WCCTC staff are now seeking concurrence from the Board for the workplan to submit to CCTA and ultimately the Air District.

If the CCTA and Air District approve the draft program, WCCTC will receive a total of \$240,000 in the upcoming funding cycle. This is considerably less than approximately \$350,000 that it received in the previous cycle. Staff has adjusted to this change primarily by reducing the size of the agency from 4.66 to 3.66 FTE.

To ensure program stability and consistency, the WCCTC TAC suggested that in future funding cycles, the CCTA establish a cap on the amount of funding it would take off the top for countywide programs, or establish a floor for the amount that subregions would receive each year.

**ATTACHMENTS:**

- 1: Contra Costa County Guaranteed Ride Home (25CCOX) – Project Information Form
- 2: West Contra Costa Incentive Program (25CC01) – Project Information Form

# TFCA 40% Fund, FYE 2025: Project Information Form

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Revised 4/2/24

A. Project Number: 25CC0X

*Use consecutive numbers for projects funded, with year, county code, and number, e.g., 24CC01, 24CC02 for Contra Costa County. Zero (e.g., 24CC00) is reserved for 40% TFCA funds allocated for administration costs.*

B. Project Sponsor: West Contra Costa Transportation Advisory Committee

*Sponsor submitting the request that will expend the funds and be responsible for all reporting and project submissions.*

C. Project Title: Contra Costa County Guaranteed Ride Home

*Provide a concise, descriptive title for the project (e.g., "Elm Ave. Signal Interconnect" or "Purchase Ten Gasoline-Electric Hybrid Light-Duty Vehicles").*

D. Project Category (project will be evaluated under this category): Trip Reduction/Existing Ridesharing Services

*Refer to pages 18-19 of [Guidance](#).*

Project Type Code: 5d

*Refer to pages 38-39 of [Guidance](#).*

E. Project Coverage Type

☒ **Countywide** OR

☐ Subregional (Choose all that apply)

☐ West County

☐ Central County

☐ East County

☐ Southwest County

*Select 'Countywide' OR 'Subregional'. Countywide programs/projects are available to or benefit all County residents or commuters in all geographic areas of the county. Subregional programs/projects benefit one or more subregions, but not the entire population of the County. For subregional, select all the regions the program/project benefits.*

F. Project Budget

*Attach a detailed budget with categories for labor, expenses, and incentives (if applicable). If applicable, expenses should be further assigned to project sub-categories, such as 5c, 5d, 5f, and by fund source, such as Measure J Program 17, etc.*

TFCA 40% Funds Allocated: \$59,675

TFCA Regional Funds Awarded (if applicable): \$0

Total TFCA Funds Allocated (sum of 40% and Regional Funds): \$59,675

Other / Matching Funds: \$16,000 Source: Contra Costa County Measure J, Program 17

Total Project Cost: \$75,675

G. Performance Period: 3/1/2025-2/28/2026

H. Project Schedule (required for infrastructure projects):

WCCTAC has been running the Contra Costa County Guaranteed Ride Home for decades and with this funding will continue to provide this vital service to all Contra Costa County commuters without interruption.

I. Project Description:

WCCTAC will provide the Contra Costa Guaranteed Ride Home program for all Contra Costa commuters and college students. The program reimburses for emergency Uber, Lyft, and taxi rides home if the participant took transit, carpooled, vanpooled, biked, or walked on the day of the emergency. The program allows for up to six reimbursements per year (the first 2 at 100% reimbursement, the following 4 at 75%). More information can be found on the program website: [www.511cc.org/GRH](http://www.511cc.org/GRH)

The project also includes a modest marketing plan. While all Contra Costa Commuters and college students are covered by the program and can submit one reimbursement claim before registering with the program, the marketing plan (mostly digital, through social media and networks) will spread the knowledge of the program and encourage users to pre-register.

J. Final Report Content: Final Report form and final Cost Effectiveness Worksheet

*Reference the appropriate Final Report form that will be completed and submitted after project completion. See [www.baaqmd.gov/tfca4pm](http://www.baaqmd.gov/tfca4pm) for a listing of the following reporting forms:*

- ☐ Trip Reduction final report form
- ☐ Cost Effectiveness Worksheet
- ☐ Narrative description of program implementation

K. Attach a completed Cost-Effectiveness Worksheet and any other information used to evaluate the proposed project.

Attached

L. Confirm that the project is not required by regulation, contract, or policy.

The project is not required by regulation, contract, or policy

M. Comments (if any):

N. Benefits to Disadvantaged Communities

- a) Please indicate if the project is located in a SB535 Disadvantaged Community and/or AB1550 Low-income Community (Please use the map to find your project's location:  
<https://ww3.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm>)

This project covers the entire county of Contra Costa. Having said that, many of the commercial centers where employees commute to are within Disadvantaged Communities, particularly in West, Central, and East Contra Costa. Our marketing campaign will include a component of reaching out to agencies that serve Disadvantaged Communities to help us spread the word of this program to their constituents.

- b) Estimate the percentage of funds spent in the Disadvantaged Communities and/or on the disadvantaged population.

Because of the concentration of employment centers in Disadvantaged Communities and a marketing outreach to residents there, we will estimate that around 50% of these funds will benefit Disadvantaged Communities.

## **Section 2. Project Category Specific Questions**

O. If a **ridesharing, first- and last-mile connections service, pilot trip reduction, transit information, telecommuting or infrastructure improvement project**, explain how the number of vehicle trips that will be reduced by the project was estimated, and provide supporting information and data to justify the estimate.

We use TFCA default assumptions to calculate the number of trips being reduced. We also use TFCA defaults for the number of work/school days. We use information from MTC's Vital Signs website to estimate the commute length. Past survey results where we ask for participants' commute length have supported 26 miles to be an accurate estimate. For "new trip" calculations, we use TFCA defaults.

- P. If an **alternative fuel vehicle** project, provide the following information: N/A
- Vehicle type (e.g., plug-in hybrid-electric, fuel cell vehicles)
  - Gross Vehicle Weight Rating
  - New vehicle or replacement project? *A project is a replacement project if the existing vehicle is operational and will be scrapped for the sole purpose of the project.*
  - If this is a new vehicle project, explain how the anticipated usage (miles per year) for the vehicles were estimated.

- Q. If a **first- and last-mile connections service** project, confirm that the service will comply with all the following requirements: N/A
- ☐ Service connects directly to a transit station and a distinct commercial or employment location.
  - ☐ Service schedule coordinates with the mass transit's schedule.
  - ☐ Service is available for use by all members of the public.
  - ☐ Service is at least 70% unique and operates where no other service was provided within the past three years.

- R. If a **pilot trip reduction** project, confirm that the project complies with all the following requirements: N/A
- ☐ Project will reduce single-occupancy vehicle trips and result in a reduction in emissions of criteria pollutants.
  - ☐ Service is available for use by all members of the public.
  - ☐ Applicant provided a written plan showing how the service will be financed in the future and require minimal, if any, TFCA funds to maintain its operation by the end of the third year.
  - ☐ If the local transit provider is not a partner, the applicant demonstrated that they have attempted to have the service provided by the local transit agency. The transit provider was given the first right of refusal and determined that the proposed project does not conflict with existing service.
  - ☐ Applicant provided data and/or other evidence demonstrating the public's need for the service, such as a demand assessment survey and letters of support from potential users.

- ☐ Service is at least 70% unique and operates where no other service was provided within the past three years.
- S. If a **bicycle parking** project, answer the following questions: N/A
- What plan is the project referenced in?
  - Will the project be publicly accessible and available for use by all members of the public?
- T. If a **bikeway** project, answer the following questions: N/A
- What plan is the project referenced in?
  - Will the project be publicly accessible and available for use by all members of the public?
  - If applicable, will the project be consistent with design standards published in the California Highway Design Manual or conform to the provisions of the Protected Bikeway Act of 2014?
  - Has the project completed all applicable environmental reviews and either have been deemed exempt by the lead agency or have been issued the applicable negative declaration or environmental impact report or statement?
- U. If a **bike share** project, confirm that the project complies with all the following requirements: N/A
- ☐ Project either increases the fleet size of existing service areas or expands existing service areas to include new Bay Area communities.
  - ☐ Project completed and approved an environmental plan and a suitability study demonstrating the viability of bicycle sharing.
  - Project has shared membership and/or is interoperable with the Bay Area Bike Share (BABS) project when they are placed into service. Please select the choice that best describes the project:
    - ☐ Interoperable with BABS
    - ☐ Exempt from requirement for the following reason(s):
      - ☐ i. Projects that do not require membership or any fees for use;
      - ☐ ii. Projects that were provided funding under MTC's Bike Share Capital Program to start a new or expand an existing bike share program; or
      - ☐ iii. Projects that attempted to coordinate with, but were refused by, the current BABS operator to have shared membership or be interoperable with BABS. Applicants must provide documentation showing proof of refusal.
- V. If an **infrastructure improvement for trip reduction** project, answer the following questions: N/A
- What plan is the project referenced in?
  - Which transportation control measure from the most recently adopted [Air District plan](#) is the project implementing?
  - Has the project completed all applicable environmental reviews and either have been deemed exempt by the lead agency or have been issued the applicable negative declaration or environmental impact report or statement?
- W. If an **alternative fuel infrastructure** project, confirm that the project complies with all the following requirements: N/A
- ☐ Project must be designed, installed, and maintained as required by the existing recognized codes and standards and as approved by the local/state authority.
  - ☐ Project funds awarded will not be used to pay for fuel, electricity operation, or maintenance costs.

- Please clarify the infrastructure project’s primary purpose (select all that apply):
  - ☐ charge vehicles 14,000 lbs and less
  - ☐ charge vehicles 14,001 lbs and more
  - ☐ serve private fleet
  - ☐ available for public use
  - ☐ other (please specify):

X. Describe the methodology in measuring project performance, including eliminated automobile trips, VMT reduction, emission reduction, and other performance measures. Describe your reporting format.

Some of the Guaranteed Ride Home metrics will be calculated using Air District default assumptions. We will also perform a survey of users to collect feedback. Each time someone applies for a reimbursement they are asked whether the program encouraged them to take an alternate mode, a metric we will report on.

Y. Provide either an authorizing “letter of commitment”, or a resolution to indicate the applicant has received their agency’s authority to apply for funding.

Certification:

I \_\_\_\_\_(print name), certify that the information provided is complete and correct.

\_\_\_\_\_(Signature) Date  
Project Sponsor

# TFCA 40% Fund, FYE 2025: Project Information Form

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Revised 4/2/24

A. Project Number: 25CC01

*Use consecutive numbers for projects funded, with year, county code, and number, e.g., 24CC01, 24CC02 for Contra Costa County. Zero (e.g., 24CC00) is reserved for 40% TFCA funds allocated for administration costs.*

B. Project Sponsor: WCCTAC

*Sponsor submitting the request that will expend the funds and be responsible for all reporting and project submissions.*

C. Project Title: West Contra Costa Incentive Program

*Provide a concise, descriptive title for the project (e.g., "Elm Ave. Signal Interconnect" or "Purchase Ten Gasoline-Electric Hybrid Light-Duty Vehicles").*

D. Project Category (project will be evaluated under this category): Trip Reduction/Existing Ridesharing Services

*Refer to pages 18-19 of [Guidance](#).*

Project Type Code: 5c – Incentive Programs

*Refer to pages 38-39 of [Guidance](#).*

E. Project Coverage Type

☐ Countywide OR

☒ Subregional (Choose all that apply)

☒ **West County**

☐ Central County

☐ East County

☐ Southwest County

*Select 'Countywide' OR 'Subregional'. Countywide programs/projects are available to or benefit all County residents or commuters in all geographic areas of the county. Subregional programs/projects benefit one or more subregions, but not the entire population of the County. For subregional, select all the regions the program/project benefits.*

F. Project Budget

*Attach a detailed budget with categories for labor, expenses, and incentives (if applicable). If applicable, expenses should be further assigned to project sub-categories, such as 5c, 5d, 5f, and by fund source, such as Measure J Program 17, etc.*

TFCA 40% Funds Allocated: \$180,336.15

TFCA Regional Funds Awarded (if applicable): \$0

Total TFCA Funds Allocated (sum of 40% and Regional Funds): \$180,336.15

Other / Matching Funds: \$237,700 Source: Contra Costa Measure J, Program 17

Total Project Cost: \$418,036.15

G. Performance Period: March 2025-February 2026

H. Project Schedule (required for infrastructure projects):

This program will begin right as we're finishing a previously-awarded, on-going program that is similar in nature to this program. This program will shift the focus of our countywide incentive programs to focus on commuters in West Contra Costa County.

I. Project Description:

WCCTAC will provide a comprehensive incentive program to encourage the use of transit and other alternative commute modes in West Contra Costa County.

**Incentives programs:**

- Commuter Incentive Programs: We provide incentives directly to Contra Costa commuters to encourage them to take green trips. Below are our largest, on-going incentive programs:
  1. Try Transit: We administer a "Try Transit" Program to encourage the use of public transit. Individuals who live/work in West Contra Costa County who pledge to try transit to travel to/from work can receive a Clipper card pre-loaded with twenty-five dollars. We will also offer this program to college students who attend Contra Costa College.
  2. Secure Your Cycle: We administer a "Secure Your Cycle" program that provides commuters with \$25 in a new BikeLink account that can be used to store their bicycle in secure lockers all over the Bay Area, including at every BART station
  3. Take 10: We partner with SolTrans (Solano Transit), AC Transit, and WestCAT (Western Contra Costa County Transit) to promote their long-distance express transit lines by offering 10 free trips through partnerships with digital pass providers.
  4. Ferry Promotion: We will provide a promotion for the Richmond-San Francisco ferry, providing free trips on the Ferry via the Anchor app.
  5. Richmond Bike Share Incentive: We will investigate providing incentives for the Richmond Bike Share program.

**Promotion and marketing**

1. Green Commute Promotion: Use our large newsletter and social media following to consistently promote green commuting as well as community news and events related to carbon reduction, transit, carpooling, and environmental stewardship. We partner with employers and municipal and community organizations to attend community events to further circulate information on green commutes and encourage alternative modes of transportation. We assist with the development of and/or maintenance of commute programs and compliance with the Bay Area Commuter Benefits Program and local ordinance requirements, as well as the Contra Costa Green Business certification program.
2. Bike to Work/Wherever Day: Continue to participate in regional planning and local leading of Bike to Work/Wherever Day events and activities, which encourages employees to try bicycling to work or other bikeable destinations. Our office leads the

coordination of Bike to Work/Wherever Days in West County, along with Bike East Bay and coordination with the other 511 Contra Costa offices.

J. Final Report Content: Final Report form and final Cost Effectiveness Worksheet

*Reference the appropriate Final Report form that will be completed and submitted after project completion. See [www.baaqmd.gov/tfca4pm](http://www.baaqmd.gov/tfca4pm) for a listing of the following reporting forms:*

- ☐ Trip Reduction final report form
- ☐ Cost Effectiveness Worksheet
- ☐ Narrative report of program activities
- ☐ Information from program evaluation surveys

K. Attach a completed Cost-Effectiveness Worksheet and any other information used to evaluate the proposed project.

Attached

L. Confirm that the project is not required by regulation, contract, or policy.

This project is not required by regulation, contract, or policy; however, most cities in West Contra Costa County have TDM ordinances ceding TDM responsibilities to WCCTAC, which this project supports.

M. Comments (if any):

N/A

N. Benefits to Disadvantaged Communities

a) Please indicate if the project is located in a SB535 Disadvantaged Community and/or AB1550 Low-income Community (Please use the map to find your project's location:

<https://ww3.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm>)

- a. The project will benefit residents and workers in West Contra Costa County, which has a high proportion of disadvantaged and low-income residents. The areas with the highest density of employer locations are also in low-income areas.

b) Estimate the percentage of funds spent in the Disadvantaged Communities and/or on the disadvantaged population.

- a. We estimate that at least 50% of the incentives will go to residents or commuters in Disadvantaged Communities.

**Section 2. Project Category Specific Questions**

O. If a **ridesharing, first- and last-mile connections service, pilot trip reduction, transit information, telecommuting or infrastructure improvement project**, explain how the number of vehicle trips that will be reduced by the project was estimated, and provide supporting information and data to justify the estimate.

We will aim to provide alternative mode incentives to 2000 individuals. Previous program evaluation surveys (included) have found that around 40% of program participants say that our incentive

encouraged them to try an alternative mode and that they continued to use that alternative mode all or most of the time. We then use TFCA defaults for the number of work/school days. We estimate trip length using information from MTC's Vital Signs website. Past survey results where we ask for participants' commute length have supported 26 miles to be an accurate estimate. For "new trip" calculations, we use TFCA defaults.

- P. If an **alternative fuel vehicle** project, provide the following information: N/A
- Vehicle type (e.g., plug-in hybrid-electric, fuel cell vehicles)
  - Gross Vehicle Weight Rating
  - New vehicle or replacement project? *A project is a replacement project if the existing vehicle is operational and will be scrapped for the sole purpose of the project.*
  - If this is a new vehicle project, explain how the anticipated usage (miles per year) for the vehicles were estimated.
- Q. If a **first- and last-mile connections service** project, confirm that the service will comply with all the following requirements: N/A
- ☐ Service connects directly to a transit station and a distinct commercial or employment location.
  - ☐ Service schedule coordinates with the mass transit's schedule.
  - ☐ Service is available for use by all members of the public.
  - ☐ Service is at least 70% unique and operates where no other service was provided within the past three years.
- R. If a **pilot trip reduction** project, confirm that the project complies with all the following requirements: N/A
- ☐ Project will reduce single-occupancy vehicle trips and result in a reduction in emissions of criteria pollutants.
  - ☐ Service is available for use by all members of the public.
  - ☐ Applicant provided a written plan showing how the service will be financed in the future and require minimal, if any, TFCA funds to maintain its operation by the end of the third year.
  - ☐ If the local transit provider is not a partner, the applicant demonstrated that they have attempted to have the service provided by the local transit agency. The transit provider was given the first right of refusal and determined that the proposed project does not conflict with existing service.
  - ☐ Applicant provided data and/or other evidence demonstrating the public's need for the service, such as a demand assessment survey and letters of support from potential users.
  - ☐ Service is at least 70% unique and operates where no other service was provided within the past three years.
- S. If a **bicycle parking** project, answer the following questions: N/A
- What plan is the project referenced in?
  - Will the project be publicly accessible and available for use by all members of the public?
- T. If a **bikeway** project, answer the following questions: N/A
- What plan is the project referenced in?
  - Will the project be publicly accessible and available for use by all members of the public?
  - If applicable, will the project be consistent with design standards published in the

California Highway Design Manual or conform to the provisions of the Protected Bikeway Act of 2014?

- d. Has the project completed all applicable environmental reviews and either have been deemed exempt by the lead agency or have been issued the applicable negative declaration or environmental impact report or statement?

U. If a **bike share** project, confirm that the project complies with all the following requirements: N/A

- ☐ Project either increases the fleet size of existing service areas or expands existing service areas to include new Bay Area communities.
- ☐ Project completed and approved an environmental plan and a suitability study demonstrating the viability of bicycle sharing.
- Project has shared membership and/or is interoperable with the Bay Area Bike Share (BABS) project when they are placed into service. Please select the choice that best describes the project:
  - ☐ Interoperable with BABS
  - ☐ Exempt from requirement for the following reason(s):
    - ☐ i. Projects that do not require membership or any fees for use;
    - ☐ ii. Projects that were provided funding under MTC's Bike Share Capital Program to start a new or expand an existing bike share program; or
    - ☐ iii. Projects that attempted to coordinate with, but were refused by, the current BABS operator to have shared membership or be interoperable with BABS. Applicants must provide documentation showing proof of refusal.

V. If an **infrastructure improvement for trip reduction** project, answer the following questions: N/A

- a. What plan is the project referenced in?
- b. Which transportation control measure from the most recently adopted [Air District plan](#) is the project implementing?
- c. Has the project completed all applicable environmental reviews and either have been deemed exempt by the lead agency or have been issued the applicable negative declaration or environmental impact report or statement?

W. If an **alternative fuel infrastructure** project, confirm that the project complies with all the following requirements: N/A

- ☐ Project must be designed, installed, and maintained as required by the existing recognized codes and standards and as approved by the local/state authority.
  - ☐ Project funds awarded will not be used to pay for fuel, electricity operation, or maintenance costs.
  - Please clarify the infrastructure project's primary purpose (select all that apply):
    - ☐ charge vehicles 14,000 lbs and less
    - ☐ charge vehicles 14,001 lbs and more
    - ☐ serve private fleet
    - ☐ available for public use
    - ☐ other (please specify):
- X. Describe the methodology in measuring project performance, including eliminated automobile trips, VMT reduction, emission reduction, and other performance measures. Describe your reporting format.

We conduct annual surveys of participants in our programs. We have attached past survey results with this application. The surveys ask for things like commute length, days spent commuting, how often participants use alternative modes, and if they plan to continue using those modes in the future. When we report on this program, we will include survey results, C/E worksheets, and a narrative description of program activities.

- Y. Provide either an authorizing “letter of commitment”, or a resolution to indicate the applicant has received their agency’s authority to apply for funding.

Certification:

I Coire Reilly (print name), certify that the information provided is complete and correct.

\_\_\_\_\_  
Project Sponsor



June 28, 2024

Mr. Tim Haile, Executive Director  
Contra Costa Transportation Authority  
2999 Oak Road, Suite 100  
Walnut Creek, CA 94597

RE: June 2024 WCCTC Board Meeting Summary

Dear Tim:

The WCCTC Board, at its meeting on June 28, 2024, took the following actions, which may be of interest to the Authority:

1. *Approved* Resolution 24-05 authorizing the use of a purchase order to buy AC Transit bus passes for Pass2Class.
2. *Adopted* Resolution No. 24-06, authorizing the WCCTC Executive Director to execute contracts with four firms, establishing an on-call consultant bench for grant writing and preparation.
3. *Approved* the WCCTAC staff and TAC recommendation for programming Measure J 19b funds for FY 24-25.
4. *Adopted* Resolution 23-07, approving the WCCTC FY 2025 Work Program, Budget, and Dues.
5. *Adopted* Resolution 23-08, WCCTC'S Updated Salary Schedule for Fiscal Year 2025.

Sincerely,

A handwritten signature in black ink that reads "John Nemeth". The signature is written in a cursive, flowing style.

John Nemeth  
Executive Director

cc: Tarienue Grover, CCTA



**ACRONYM LIST.** Below are acronyms frequently utilized in WCCTAC communications.

**ABAG:** Association of Bay Area Governments  
**ACTC:** Alameda County Transportation Commission  
**ADA:** Americans with Disabilities Act  
**APC:** Administration and Projects Committee (CCTA)  
**ATSP:** Accessible Transportation Strategic Plan  
**ATP:** Active Transportation Program  
**AV:** Autonomous Vehicle  
**BAAQMD:** Bay Area Air Quality Management District  
**BATA:** Bay Area Toll Authority  
**BCDC:** Bay Conservation and Development Commission  
**Caltrans:** California Department of Transportation  
**CBTP:** Community Based Transportation Plan  
**CCTA:** Contra Costa Transportation Authority  
**CEQA:** California Environmental Quality Act  
**CIL:** Center for Independent Living  
**CMAAs:** Congestion Management Agencies  
**CMAQ:** Congestion Management and Air Quality  
**CMIA:** Corridor Mobility Improvement Account (Prop 1B bond fund)  
**CMP:** Congestion Management Program  
**CSMP:** Corridor System Management Plan  
**CTC:** California Transportation Commission  
**CTP:** Contra Costa Countywide Comprehensive Transportation Plan  
**CTPL:** Comprehensive Transportation Project List  
**DAA:** Design Alternatives Assessment  
**DEIR:** Draft Environmental Impact Report  
**EBRPD:** East Bay Regional Park District  
**EIR:** Environmental Impact Report  
**EIS:** Environmental Impact Statement  
**EPCs:** Equity Priority Communities  
**EVp:** Emergency Vehicle Preemption (traffic signals)  
**FHWA:** Federal Highway Administration  
**FTA:** Federal Transit Administration  
**FY:** Fiscal Year  
**HOV:** High Occupancy Vehicle Lane  
**ICM:** Integrated Corridor Mobility  
**ITS:** Intelligent Transportation System  
**LOS:** Level of Service (traffic)  
**MOU:** Memorandum of Understanding  
**MPO:** Metropolitan Planning Organization

**MTC:** Metropolitan Transportation Commission  
**NEPA:** National Environmental Policy Act  
**O&M:** Operations and Maintenance  
**OBAG:** One Bay Area Grant  
**PAC:** Policy Advisory Committee  
**PASS:** Program for Arterial System Synchronization  
**PBTF:** Pedestrian, Bicycle and Trail Facilities  
**PC:** Planning Committee (CCTA)  
**PCC:** Paratransit Coordinating Committee (CCTA)  
**PDA:** Priority Development Areas  
**PSR:** Project Study Report (Caltrans)  
**RHNA:** Regional Housing Needs Allocation (ABAG)  
**RPTC:** Richmond Parkway Transit Center  
**RTIP:** Regional Transportation Improvement Program  
**RTO:** Regional Transportation Objective  
**RTP:** Regional Transportation Plan  
**RTPC:** Regional Transportation Planning Committee  
**SCS:** Sustainable Communities Strategy  
**SHPO:** State Historic and Preservation Officer  
**SOV:** Single Occupant Vehicle  
**STA:** State Transit Assistance  
**STIP:** State Transportation Improvement Program  
**STMP:** Subregional Transportation Mitigation Plan  
**SWAT:** Regional Transportation Planning Committee for Southwest County  
**TAC:** Technical Advisory Committee  
**TCC:** Technical Coordinating Committee (CCTA)  
**TDA:** Transit Development Act funds  
**TDM:** Transportation Demand Management  
**TFCA:** Transportation Fund for Clean Air  
**TEP:** Transportation Expenditure Plan  
**TLC:** Transportation for Livable Communities  
**TOD:** Transit Oriented Development  
**TRANSPAC:** Regional Transportation Planning Committee for Central County  
**TRANSPLAN:** Regional Transportation Planning Committee for East County  
**TSP:** Transit Signal Priority (traffic signals and buses)  
**VMT:** Vehicle Miles Traveled  
**WCCTAC:** West County Costa Transportation Advisory Committee  
**WCCTC:** West Contra Costa Transportation Commission  
**WETA:** Water Emergency Transportation Authority